

Adding an Out-of-Pocket Expense to a Report

If you pay for an expense with your own money, you will need to create an out-of-pocket expense to account for the transaction.

1. To add a new expense, from the report page, click **Add Expense**.

2. Click

3. Select the appropriate expense type.

4. On the **New Expense** page, complete all the required fields and any additional information.

Your company defines the fields on the expense entry form (required fields are indicated by a red asterisk).

5. To attach a receipt, select the **Receipt Status** dropdown arrow, select **Receipt**, and then click

